



# Community Program

## COVID-19 Preparedness Plan

Updated 10.31.2022

### Introduction

The Minnesota Department of Health (MDH), in alignment with Centers for Disease Control and Prevention (CDC), is transitioning to living with and managing COVID-19 like we do other infectious diseases while remaining ready to respond to outbreaks or surges that might arise. COVID-19 is still very much a part of our lives, yet we now have more tools available to manage this disease and help prevent severe illnesses and deaths through vaccination, testing, and medications.

Part of this transition is an update and consolidation of our MICC COVID-19 Preparedness Plan for the Community Program; you can access this current plan and previous plans on our COVID-19 webpage. This updated plan will now support us in continuing to hold in-person services in alignment with ongoing recommendations from MDH and CDC.

Our goal is to mitigate the potential for transmission of COVID-19 in our program settings and workspaces by requiring full cooperation among staff and participants served in the adherence to and implementation of this plan. Only through this cooperative effort can we establish and maintain the safety and health within our MICC community. Empowering participants that we support to remain safe and healthy is of utmost importance in achieving that mission and teaching our participants the skills they need to achieve their independence.

MICC staff are vital in delivering our mission, and we are serious about helping to keep our participants and staff community safe and healthy. Our plan follows the CDC and MDH guidelines and federal Occupational Safety and Health Administration (OSHA) standards related to COVID-19.

Supervisors and all staff are responsible for implementing and complying with all aspects of this Community COVID-19 Preparedness Plan. They have the full support of the MICC Leadership team in enforcing the provisions of this policy.

# Policy

## 1.00 Screening and Policies for Employees Exhibiting Signs and Symptoms of COVID-19

**1.10** Employees have been informed of and encouraged to self-monitor for the following signs and symptoms of COVID-19: Fever of 100.4 or higher; new and persistent cough; difficulty breathing (unable to hold breath for 20-30 seconds); unusual fatigue; muscle or body aches; headache; new loss of taste or smell; sore throat; congestion or runny nose; nausea or vomiting; diarrhea. The following screening tool may be used to assist in screening:

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/coronavirus-self-checker.html>

**1.11** If employees become sick or are experiencing COVID symptoms while at home, they will inform their direct supervisor and must stay at home until symptoms are improving and fever has subsided for 24 hours without the use of medications or follow protocol in **1.12** below if COVID infection or reinfection is suspected.

**1.12** Employees with ongoing symptoms are strongly encouraged to contact their health care provider and test for COVID-19. Should they receive a positive COVID-19 test result, they must inform Aaron Carper, Director of Community Program and Human Resources immediately and follow directions provided by their health care provider and MDH guidelines for return to work while adhering to the *MICC Employee COVID-19 Preparedness Plan*.

## 2.00 Screening and Policies of Persons Served Exhibiting Signs and Symptoms of COVID-19

**2.10** Participants have been informed of and encouraged to self-monitor for the following signs and symptoms of COVID-19: Fever of 100.4 or higher; new and persistent cough; difficulty breathing (unable to hold breath for 20-30 seconds); unusual fatigue; muscle or body aches; headache; new loss of taste or smell; sore throat; congestion or runny nose; nausea or vomiting; diarrhea. When any of these symptoms are present for participants, the participant and/or guardian should notify their Advisor/Lead and may request assistance to coordinate and assist in the implementation of protocols as directed by MDH for testing, contact tracing, and temporary support until the family/guardian member can assist or arrange for continuing support if needed.

**2.11** Minnesota Department of Health (MDH) has primary responsibility for the overall monitoring of Minnesota residents who may be exposed to the Coronavirus and are responsible for informing participants and MICC of steps they expect us to implement. Current guidelines per MDH are listed in the sections below (2.12 – 2.16). The following screening tool may be used to assist in screening to see if testing is recommended: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/coronavirus-self-checker.html>

**2.12** Participants who have tested positive for COVID-19 need to stay home in isolation and follow the instruction provided by their health provider and MDH. Currently, MDH Quarantine Guidelines can be found here: <https://www.health.state.mn.us/diseases/coronavirus/sick.html>

**2.13** Participants who have had close contact with someone who has COVID-19 should follow protocols outlined on the Minnesota Department of Health website. Conditions required to reduce time required in quarantine are outlined in the MDH Quarantine Guidelines located at: <https://www.health.state.mn.us/diseases/coronavirus/sick.html>

**2.14** If you have not been fully vaccinated and a lab test shows you do not have COVID-19 but you have symptoms, stay home until your symptoms are better and you do not have a fever for

24 hours. Please reference MDH Quarantine Guidelines for updates and exceptions located at: <https://www.health.state.mn.us/diseases/coronavirus/sick.html>

**2.15** Participants who have tested positive, are awaiting test results, have symptoms and are not fully vaccinated, or are in quarantine due to potential exposure may continue to receive virtual services but should refrain from close contact with employees including services or MICC activities. This does not include vital or essential services coordinated with and through their Advisor/Lead via our employee designated Covid Response Team.

**2.16** Participants who have tested positive, are awaiting test results, have symptoms and are not fully vaccinated, or are in quarantine due to potential exposure are highly encouraged to refrain from any personal social gathering.

### **3.00 Notification of Exposure to COVID-19**

**3.10** MICC will communicate directly with participants and their families/guardians with known close contact level of exposure to employees who have tested positive for COVID-19 occurring during MICC coordinated activities and services.

**3.11** MICC participants who have tested positive for COVID-19 are responsible for notifying their peers and workplace settings of their status. MICC employees will **facilitate** ensuring parents/guardians are informed and that roommates have been notified of their positive status by the infected participant or their family/guardian. Participants with Advisory Services may request their Advisor assist in extended or group exposure notifications to other participants upon request and under the designation of the billable service of Medical Coordination.

**3.12** Any notifications provided in the above 3.11 will protect the confidentiality of the individual who has contracted the COVID-19 virus, according to the standards of the federal Health Insurance Portability and Accountability Act (HIPAA).

**3.13** MICC reserves the right to provide mass notices in compliance with 3.12 in the event of widespread infection impacting many participants and will typically coincide with an announcement of escalating masking requirements to “Highly Recommended” or “Required” as noted in Section 5.10 below.

### **4.00 Hand Washing and Sanitary Practices**

**4.10** Employees, participants, and guests will wash their hands for at least 20 seconds with soap and water frequently throughout the day.

**4.11** Hand-sanitizer stations are placed throughout the campuses and can be used if hands are not visibly soiled.

### **5.00 Respiratory Etiquette – Mask Requirements**

**5.10** Employees and participants are required to follow signage and notifications for mask wearing expectations and properly wear face masks that cover their nose and mouth when required to do so. Participants and staff will be provided 24-hour notice of changes to masking requirements if possible. Masking Requirements will generally fall into the following escalating range of requirements starting with “None”, then “Optional”, then progressing to “Highly Recommended”, and then finally to “Required”. Signage and alerts will indicate terms related to vaccination status if relevant.

Additional requirements may be provided to participants for external excursions, events, or activities/sites not owned or operated by MICC employees which includes the Careers & Activities Center at Woodlake Church.

**5.11** Employees and participants **are required to wear masks while in MICC vehicles** as a result of the close proximity to one another, regardless of vaccination status, unless the current masking requirement listed above in 5.10 is set at “**None**”. When the mask designation is “**Optional**”, it is permissible to abstain from mask wearing but those who wish to wear masks should openly do so and may encourage others to mask. Masks will be made readily available.

**5.12** Participants are encouraged to try different mask options to find one that is comfortable. If a participant is unable to wear a face mask despite trying various strategies, they may request an accommodation and work with their Advisor/Lead to develop an alternative safety plan.

**5.13** It is recommended that Staff and Participants provide their own face masks which should not be shared with others. Education on face masks laundering will be supported as needed or requested.

**5.14** Participants and employees must comply with local laws and rules about mask wearing in public spaces. Signage showing MICC mask requirements will be posted on MICC area entrances when the status is set to “**Highly Recommended**” or “**Required**”.

**5.15** Employees, participants, and guests are instructed to cover their mouth and nose with their sleeve or tissue when coughing or sneezing and to avoid touching their faces, in particular their mouth, nose, and eyes, with their hands. They should dispose of tissues in the trash and wash or sanitize their hands immediately afterward.

## **6.00 Social distancing**

**6.10** The organization will work to follow state guidelines to reduce the number of participants occupying shared spaces in the Community Center, Activities Center, and during activities or provided services including transportation.

## **7.00 Housekeeping**

**7.10** Employees are required to sanitize tables, door handles, light switches, and other common touch points in campus buildings and vehicles using a sanitizer/disinfectant on a regular basis when there are positive cases within the MICC community.

**7.11** Shared computers and mobile devices owned by MICC will be sanitized on a regular basis.

**7.12** Facility and operations employees will replace air-filters and regularly check thermostat fan controls to ensure adequate air filtration is occurring in the facilities in which we have control of such measures.

## **8.00 Community Center and Activity Center Guest Policy**

**8.10** All guests are permitted at this time.

**8.11** All guests are expected to follow entrance signage regarding COVID guidelines which includes following our mask wearing and social distancing guidelines, and washing or sanitizing their hands before or immediately upon entering MICC campus buildings.

## 9.00 Participant Travel Precautions

**9.10** Participants who aren't fully vaccinated should follow guidance on travel located at: <https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-during-covid19.html#unvaccinated-people>

**9.11** Domestic Travel Recommendations for Fully Vaccinated People can be found at: <https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-during-covid19.html>

**9.12** Participants are encouraged to decrease exposure risks prior to travel to or from their family's homes.

**9.14** Participants' families are strongly encouraged follow [MN Dept. of Health](#) guidelines for social gatherings and group sizes of family outings/holiday celebrations

**9.15** Participants are encouraged to contact TSA to request a Passenger Support Specialist at least three days before flying. For all modes of travel, participants and families should wear masks, maintain distance from people outside their household, pack hand sanitizer, wash or sanitize hands upon entrance and exit, pack food and water to avoid purchasing from crowded kiosks and avoid touching either surfaces or their faces/masks.

This Preparedness Plan will be made available online and shared with employees and participants/families via program email updates upon changes. Necessary training will be ongoing and will occur as employees are called back to work and participants begin to receive in-person services. Supervisors will monitor effectiveness of implementation and training will be updated as necessary. Employees will be kept informed as appropriate through a weekly Human Resources newsletter and by their direct supervisor in case of any protocol changes. This Preparedness Plan had been certified by MICC and is posted on its website. It will be updated, as necessary.

Certified by:

Amy Gudmestad

MICC Executive Director